

11/015 225

**INSTRUCTIONS:**

1. Make a checkmark beside each item verified.
2. If corrections are required, write notes to the examiner or supervisor on reversed side.

**1. FACE OF THE FILE**

- ☒ 1. Printed and stamped serial number match bar code label.
- ☒ 2. Filing Date present.
- ☒ 3. Class/Subclass present.
- ☒ 4. Applicant(s) name present.
- ☒ 5. Total no. of drawings present.
- ☒ 6. Total no. of claims present.
- ☒ 7. Total no. of ind. Claims present.
- ☒ 8. Filing fee received present.
- ☒ 9. Mailing address present.
- ☒ 10. Title of invention present.

**2. CENTER OF THE FILE**

**A. DRAWINGS**

- ☒ 1. None (go to B)
- ☒ 2. Serial No. present & correct on each sheet.
- ☒ 3. No. of sheets entered on line J of contents

**B. SMALL ENTITY STATEMENT**

- ☒ 1. None & not recorded on face of file (Go to C)
- ☒ 2. Statement present
- ☒ 3. Small entity recorded on face of file

**C. DECLARATION OR OATH**

- ☒ 1. Title matches face of file and specification
- ☒ 2. Declaration phrase present (I hereby declare all .....)
- ☒ 3. (Original and first inventor or inventors ...) Phrase present.
- ☒ 4. (Reviewed and understand the contents of the application including claims...) Phrase present.
- ☒ 5. (Acknowledge duty to disclose information in accordance with 1.56(a)...) Phrase present.
- ☒ 6. Residence, citizenship, post office Address of all applicants present
- ☒ 7. Signed by all applicants
- ☒ 8. Less than 3 months before filing date, Or less than 6 months after filing date.

**D. CLAIMS (as filed)**

- ☒ 1. Completed form 1360 and 875
- ☒ 2. Circle ind claims on the Index of
- ☒ 3. Draw line under the last claim number on the Index of Claims.

**E. SPECIFICATION**

- ☒ 1. Serial no. Present and correct
- ☒ 2. Specification in permanent ink.
- ☒ 3. Brief description of each drawing figure.
- ☒ 4. No missing or duplicate pages.
- ☒ 5. No holes punched in text.

**F. ABSTRACT**

- ☒ 1. None (go to G)
- ☒ 2. Serial no. Present and correct
- ☒ 3. Abstract on separate page.
- ☒ 4. 25 lines or less.
- ☒ 5. One paragraph ONLY

**G. PTO-1556**

- ☒ 1. Present.

**H. PRE-AMENDMENTS**

- ☒ 1. None (go to I)
- ☒ 2. Enter on contents of filewrapper.
- ☒ 3. Instruction to cancel claims.
- ☒ 4. Claims canceled on Index of Claims.
- ☒ 5. Instruction to add claims.
- ☒ 6. Circle new independent claims on the Index of Claims.
- ☒ 7. Draw line under the new last claim number on Index of Claims.
- ☒ 8. Complete forms 1360 and 875.

**I. PTO-948**

- ☒ 1. Present.

**3. RIGHT SIDE OF FILE**

- ☒ 1. PALM File Data sheet present.
- ☒ 2. Transmittal letters present.
- ☒ 3. Forms 1360 and 875 present/entered
- ☒ 4. Miscellaneous Papers present/entered.
- ☒ 5. Petitions to Make Special present.
- ☒ 6. Drawing prints present (2 copies)

**FEE'S**

- ☒ 1. Correct filing fee paid.
- ☒ 2. Excess claims fees paid:
  - ☒ a. Excess total claims more than 20.
  - ☒ b. Excess independent claims more than 3.
  - ☒ c. First multiple dependent claim fee paid.
- ☒ 3. Miscellaneous paper fee paid.

**FINAL STEPS**

- ☒ 1. Sign and date center of filewrapper under flap.
- ☒ 2. Docket to examiner.

**NOTES TO SUPERVISOR:**

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**NOTES TO EXAMINER:**

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**SIGNATURE OF PREPARER:**

Cowley **DATE:** 3-1-02